



Woonsocket School District 55-4

101 N. 2nd Ave. PO Box 428

Woonsocket, SD 57385

Ph# 605-796-4431 Fax# 605-796-4352

PROCEDURE FOR BOMB THREAT

“Code Red & White”

If a threat is made by phone to the office:

1. The person answering the phone should try to keep the person talking on the phone as long as possible and try to write down exactly what the person is saying.
2. When the person has hung up, hang up and on the same line as the call came in and dial *57 and write down the time the call came in.....This will allow the phone company to trace where the call came from.
3. Report the incident to the person in the building who is in charge (follow the chain of command)
4. Person in charge will determine plan of action.
5. Call 911 (NOTE: Be informative as possible).
6. Announce “Code Red & White” which will alert teachers that a threat has been made and to be ready for evacuation.
7. In the event of a “Code Red & White”, the following personnel will proceed to the assigned locations:

Mr. Weber–	Front entrance to the gymnasium and gym area
Mrs. Lynch–	Entrance to Elementary
Mrs. Davis–	Entrance on North of Elementary
Mrs. Snedeker–	South Entrance of Gymnasium (Junior High)
Mr. Peterson–	Front entrance of High School
Mrs. Selland	Second Floor Hallway of High School
Mr. VanDenHemel	Basement Entrance on North side of High School

8. The building principal will dismiss the students to the established designated area which is the Catholic Church basement.
9. Evacuation should take place using the fire evacuation routes.
10. Each teacher should make a quick scan of the classroom to see if anything is out of the ordinary in his/her room. Anything unusual should be reported to the person in charge.

11. Each teacher will accompany the students during the evacuation from their room to the Catholic Church and during the time at the building.
12. The Sheriff will determine the location of the command center. It is tentatively set at the front of the Catholic Church. All communication with parents, media, and other agencies will take place through the command center.
13. The Sheriff will determine if the fire department should be called.

If a threat is made by note or paper, the same procedure will take effect except for the first two steps that deal with the person taking the phone call. Limit the handling of note or paper.

The Sheriff and Fire Chief will have keys to the school buildings.

The Sheriff and Fire Chief will be currently updated on the floor plans of the school.